

ORGANIZATION AND METHODS SERVICE

SURVEY REPORT

SUBJECT: Central Processing of Travelers

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1. **PROBLEM.** The problem approached by this report is the elimination of duplication of effort between the Central Processing Branch, Personnel Division (Covert), Personnel Office, and the Passenger Movement Branch, Transportation Division, Logistics Office.
 2. **FACTS BEARING ON THE PROBLEM.** Meetings were held in the Office of the AD/PA on 15 April and 3 June 1953, at which determinations were reached as indicated by Attachments A and B, Memorandums for the Record prepared by [] Special Assistant to the AD/PA.

Following these meetings, representatives of the Personnel Office and Logistics Office agreed to establish a committee to work out the details of the decisions indicated by Attachments A and B. This committee prepared a proposed distribution of duties and responsibilities for the processing of travelers, Attachment C.

3. DISCUSSION AND CONCLUSIONS.

- a. In general, Attachment C provides that the work of processing travelers, for both overseas and domestic travel, should be done by CPB. It also provides that the LO has staff and technical responsibility for transportation matters, and that the more technical aspects of processing travelers, such as handling personal effects (unaccompanied baggage, household goods, automobiles) should remain in PMS.
 - b. In order to accomplish this, authority to secure transportation should be delegated to the AD/Personnel which he may redelegate as necessary. A proposed delegation of Authority, Attachment B, has been prepared.
 - c. One minor change should be made in the Agency Regulations. [] 25X1A
Organization, Personnel Office, paragraph 7F(11) provides for a central processing service for personnel departing for and returning from overseas. This should be changed to cover both overseas and domestic travel and Attachment E has been prepared for this purpose.
 - d. Attachment C, paragraph 4, provides for tentative tables of organization for CPB and PMS totalling [] positions. Since CPB has been planning a review of its entire T/O, it is believed that the establishment of detailed T/O's for the travel processing function should
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be made the subject of a separate study with the understanding that the number of positions will not exceed the totals shown for each element in Attachment C, i.e. 13 positions in CPB Travel Section and ☐ positions in PWB.

- e. As indicated in Attachment C, paragraph 6, implementation of this proposal depends upon the availability of space. Subject to prompt submission to General Services of Personnel Office requirements as to partitions, telephone and other service facilities for CPB, the space may be available by 21 July 1953.

4. RECOMMENDATIONS. It is recommended that:

- a. Attachment C, Proposed Distribution of Duties and Responsibilities for the Processing of Travelers, be approved.
- b. Attachment D, Delegation of Authority to the AD/Personnel, be approved by the Chief of Logistics.
- c. Attachment E, Proposed change in Regulation ☐ paragraph 7f(11), 25X1A be approved.
- d. The Personnel Office and Logistics Office, in cooperation with G&M Service, recommend as promptly as possible detailed T/O's to conform to the requirements of the work as provided herein.
- e. The implementation of this proposal be made effective with the availability of additional space for CPB.
- f. The G&M Service be directed to assist the CPB and PWB in the implementation of the procedural changes contemplated by Attachment C.

(s)

H. J. FURL

I have signed attached delegation of authority in compliance with the directive of the ADMA. Although Concurrency: I do not concur with the organization herein proposed, because I am of the opinion that it violates the principles of centralized administration, this Office will render all possible assistance to make the plan work.

(s) James A. Garrison
CHIEF OF LOGISTICS

20 July 1953
DATE

(s) George E. Malcom for
ASSISTANT DIRECTOR/PERSONNEL

19 June 1953
Date

(s) Howard J. Preston
for
CHIEF, GENERAL SERVICES

19 June 1953
Date

Distribution:

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Subject to exceptions
APPROVED: stated on accompanying sheet.

ACTING DEPUTY DIRECTOR (ADMINISTRATIVE)